





## Direct Debit Service Agreement

Should a member not paying their annual membership fees in full wish to activate this direct debit option, the member needs to complete the relevant application form at the administration office and adhere to the following service agreement terms and conditions;

1. The first instalment of the annual subscription will be debited to your nominated bank account via direct debit on 16 July 2018. **This payment will be inclusive of your applicable Member Levy payable for the forward 12 month term of the membership.**
2. The remaining 11 instalments will occur on the 15<sup>th</sup> on each month, with the final annual instalment occurring on 15 June 2019.
3. Members will be advised 14 days in advance of any changes to the Direct Debit arrangements.
4. To instigate Direct Debit arrangements, the member needs to:
  - a) Contact the Club Office; and
  - b) Complete the payment by Institution form; and
  - c) Allow a minimum of 14 days for any amendments to take effect;
5. Members should be aware that;
  - a) Direct Debiting is not available on all accounts;
  - b) Account details should be checked against a recent statement from your Financial Institution before completing the authority.
6. It is the members' responsibility to ensure sufficient clear funds are in the nominated account when the funds are to be drawn.
7. Each time your direct debit declines you will incur an administration fee of \$10.00.
8. If the due date falls on a non-working day or public holiday, the payment will be processed on the next working day. If you in any doubt please contact the Club office.
9. For returned / unpaid transactions, the following procedure will apply:
  - a) The member will be contacted by phone and email in the first instance;
  - b) The member will be asked to forward a cheque or provide credit card details;
  - c) If the payment has not been received within 7 days of contact being made or correspondence leaving the Club, the member will be deemed un-financial;
  - d) **GOLF PRIVILEGES WILL BE SUSPENDED.**
  - e) All fees and charges resulting from a returned transaction will be charged to your Membership Account.
10. All members' records and account details will remain confidential, to be disclosed only at the request of the customer or Financial Institution in connection with a claim made to an alleged incorrect or wrongful debit.
11. **Members who choose to pay their subscription by instalments remain liable for the full subscription of the Membership Year.**